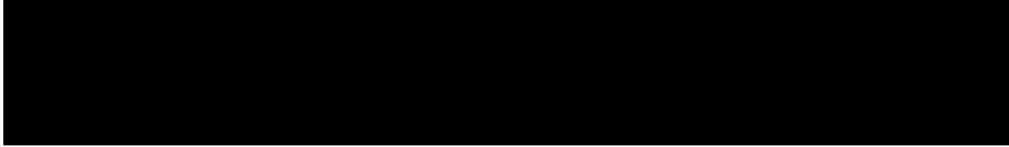


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TRD Staff Meeting

25 January 1950

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Present:



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1. SOC Course. Mrs. [redacted] reported that two more OSO students had been entered in the SOC course starting Monday, 30 January. No word has been received from OPC but Mrs. [redacted] will contact Mr. [redacted] to see if there are additional staff personnel to be entered from that office. Mr. [redacted] should have a complete list of the persons who will receive the training on the Wednesday before the start of each new course.

2. Overtime. All work to be done on Saturday mornings should be planned so that it can be completed during the overtime period. Work should not be assigned that will have to be completed during the regular week schedule, since this will mean that regular duties will have to be neglected. Mr. [redacted] will inform all persons submitting material for preparation of this restriction.

3. TRD Property. Services will make the inventory of the property in various TRD installations. However, TRD personnel should make sure that all equipment is in the proper place in order to simplify the taking of this physical inventory by Services. All requests for non-expendable items must be sent through the Administrative Officer so that in the future all TRD records may be complete.

4. Procedures for Obtaining Instructional Materials. The section of the training guide which pertains to obtaining instructional materials will be re-written in the near future. In general, requests for research materials will be made to Mr. [redacted]. Requests for training aids, films, etc., should go to Mr. [redacted]. It was further pointed out that instructors should plan ahead in so far as possible in order that such requests may be made in plenty of time to allow for procurement. In addition, if the general type of information desired is made known to Mr. [redacted], he can initiate action through Graphics Register to procure whatever is available on a particular subject, area, etc. It was further requested that all TRD personnel notify Mr. [redacted] whenever they hear of any material which may be of interest to TRD and he can take the proper steps to secure such data. To procure appropriate research materials he will work through Mr. [redacted] of OSO and Mr. [redacted] ISO/OPC.

5. Reviewing of Film Showings. [redacted] requested that whenever possible Mr. [redacted] attend all showings of films within CIA that appear to be applicable to TRD activities; if he is unable to attend he should

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notify the course instructor most concerned so that he may view the film. In all cases a brief description should be prepared for information of all concerned course directors.

6. Instructor Pool. It appears that the ten slots from OSO as an instructor pool will not be approved. However, FDZ/TRU have at present four vacancies which can be used by TRD to recruit against, the only provision being that FDZ approve the individual employed.

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7. Comments re TRD. [REDACTED] stated it had been reported to him that, although our training schedules, etc., reflect strongly on OPC activities, in actuality that is not the case; in other words it is done only to create an impression. He again stressed that TRD represents both OSO and OPC and that our training reflects a 50-50 division of both types of activities, in so far as it is practicable and feasible at this time. He requested that this matter be brought to the attention of all instructors in TRD so they may be sure that they do not create the wrong impression.

8. Specialists. For courtesy, prospective specialists in political warfare, resistance operations, etc., should also be interviewed by the Branch in OSO or OPC who would have primary interest in such specialized courses. It is requested that before action is taken in any such employment it be coordinated with the interested branch.

9. Evaluations. The new evaluation form was used in the latest SOC just completed. A graph has been prepared comparing grades, age and performance of the students which indicates some very interesting results. In the future, Mrs. [REDACTED] will prepare such a graph for each class when she receives the evaluation reports from the course director. Copies will be sent to the course director, COS/OPC, EXO/OSO and one will be retained by Mrs. [REDACTED]. Such a graph will reflect the entire class and will not be prepared separately for OSO and OPC students.

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10. Miscellaneous. Mr. [REDACTED] suggested that all TRD personnel familiarize themselves with the Training Guide, if they have not already done so.

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[REDACTED] requested that all formalized class instruction begin and end promptly as scheduled in the course outline.

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[REDACTED] requested that each branch make known to him requirements they anticipate along the lines of equipment and materials including films so that he may incorporate such expenditures in the budgets for 1951 and 1952.

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[REDACTED] stated that on occasion matters have been called to his attention on OSO and OPC regarding TRD activities of which he has no knowledge. It is requested that any non-routine happenings be reported to him for information.

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